

BOARD OF SUPERVISORS

GILA COUNTY, ARIZONA

Date: January 6, 2004

RONALD A. CHRISTENSEN

Chairman

JOHN F. NELSON

Clerk of the Board

JOSÉ M. SANCHEZ

Vice-Chairman

By: Marian Sheppard
Chief Deputy Clerk

CRUZ SALAS

Member

Gila County Courthouse
Globe, Arizona

PRESENT: Ronald A. Christensen, Chairman; José M. Sanchez, Vice-Chairman; Cruz Salas, Member; John F. Nelson, County Manager/Clerk; and, June Ave Floresque, Deputy County Attorney.

The Gila County Board of Supervisors met in Regular Session at 10:00 a.m. this date. José M. Sanchez led the Pledge of Allegiance and Jeremy Goodman delivered the Invocation.

At this time each Board member presented a brief summary of current events as allowed by A.R.S. §38-431.02(K). No action was taken on any items that were presented.

Chairman Christensen advised that the agenda was revised to remove agenda item number three.

Steve Stratton, Public Works Division Director, requested the approval of the Annual Maintenance Plan, Contract No. 16-R3-78-0025, with the USDA (United States Department of Agriculture), Forest Service, Tonto National Forest, whereby Gila County will continue to provide road maintenance on certain Forest Services roads for the period October 1, 2003, through September 30, 2004. Mr. Stratton stated that the following three roads are being added to this year's contract: FS 87-Dagger Ranch; FS 208-Bishop Noel; and, FS 414-Rye/Cyprus. He advised that the contract amount is not to

exceed \$65,321.76. The Board expressed a concern that the contract amount, albeit an increase over last year's amount, does not cover the cost to maintain the roads. The Board directed Mr. Stratton to continue to negotiate with the Forest Service for the recovery of all road maintenance costs incurred by Gila County. Upon motion by Supervisor Salas, seconded by Vice-Chairman Sanchez, the Board unanimously approved the Annual Maintenance Plan.

Steve Sanders, Public Works Division Deputy Director, requested the approval of a Right-of-Way Easement with Arizona Public Service Company (APS). The Easement is 20 feet in width and is located at the southeast quarter of the northeast quarter and the southwest quarter of the northeast quarter of Section 27, Township 1 North, Range 15 East, Gila and Salt River Base and Meridian, Gila County, Arizona. Mr. Sanders advised that the Board approved an Easement with APS in December 2002 in this same area. This Easement will tie into the previously approved Easement and both Easements will run alongside Gila County's Russell Gulch Landfill. Mr. Sanders stated that the Easement will not affect landfill operations. Upon motion by Vice-Chairman Sanchez, seconded by Supervisor Salas, the Board unanimously approved the Easement.

John Nelson requested the adoption of Ordinance No. 04-01 which establishes policies and procedures for food service workers. He advised the audience that a few months ago this Ordinance was presented to the Board of Supervisors for approval. At that time the Board tabled approval of the Ordinance and directed Dave Pote, Environmental Health Director, to amend four areas of the Ordinance. Mr. Nelson advised that the Ordinance has been amended, as follows: 1) effective within thirty (30) days of hire date or the date volunteer service begins, food service workers must obtain a food service worker health license; 2) food service worker certifications obtained in any Arizona county will be accepted by Gila County; 3) certification exams may be taken at any library located within Gila County; and, 4) one person per temporary food stand is responsible for obtaining a food service worker health

license and that person also has responsibility to train other food service volunteers who are working at the temporary food stand. Each Board member complimented Mr. Pote for writing these policies and procedures. Mr. Nelson advised that Gila County has received a positive response on these proposed policies and procedures from food service establishments. Upon motion by Supervisor Salas, seconded by Vice-Chairman Sanchez, the Board unanimously adopted Ordinance No. 04-01. **(A copy of the Ordinance is permanently on file in the Board of Supervisors office.)**

Mr. Nelson addressed agenda item number seven, the appointment of the Payson Regional Constable. Mr. Nelson advised that he received in excess of 25 letters of interest for this position. He requested that the Board direct Lionel Martinez and himself permission to review the applications, screen all candidates to advise them of the duties and responsibilities of the position, and then present the names of the top three candidates to the Chairman to interview. The Chairman will then present his recommendation to the Board for a final selection. Vice-Chairman Sanchez inquired as to the probable time frame for completing this endeavor. Mr. Nelson stated that he anticipates completing the review process by January 27th at which time the Board will appoint an individual to the position. Chairman Christensen advised that being a member of the same political party is a prerequisite to this position. He directed Mr. Nelson to inform all applicants of this requirement. In conclusion, Mr. Nelson stated, "A good appointment is more important than a quick appointment. We do want to get this done as quickly as possible". Upon motion by Supervisor Salas, seconded by Vice-Chairman Sanchez, the Board unanimously voted to proceed with Mr. Nelson's recommendation.

Mr. Nelson requested that the Board award Bid No. 111703-1, an annual contract for all advertising, publications and printing required to be done or made by all departments within Gila County government for the period January 1, 2004, through December 31, 2004. He advised that the Arizona Silver Belt Newspaper submitted a bid in the amount of \$2.32 per column inch

and the Payson Roundup Newspaper submitted a bid in the amount of \$3.40 per column inch. Chairman Christensen inquired as to the distribution process for the Board minutes and all other legal publications. Mr. Nelson replied that all minutes and legal notices are published on Gila County's website. Marian Sheppard advised that per Arizona statute, the official newspaper of the county must supply a copy of the published minutes to each library within the county at no cost to the county. Upon motion by Vice-Chairman Sanchez, seconded by Supervisor Salas, the Board unanimously awarded Bid No. 111703-1 to the Arizona Silver Belt Newspaper for the year 2004.

Chairman Christensen addressed agenda item number nine, approval of Consent Agenda action items. Prior to making a motion for approval, Supervisor Salas addressed item 9"F", the appointments of Susan Mitchell, Robert Hickman and Jo Johnson to the Gila County Leadership Merit Award System Board. He asked Mr. Nelson to inform the audience of the Leadership Merit Award selection process. Mr. Nelson advised that once Board members are appointed, the Leadership Merit Award System Board will distribute a memorandum to elected officials and department heads asking for nominations for leadership awards. Nomination letters will then be reviewed by the Leadership Merit Award System Board and an award recipient will be chosen. There being no further discussion of Consent Agenda items, Chairman Christensen asked for a motion for approval at this time. Upon motion by Supervisor Salas, seconded by Vice-Chairman Sanchez, the Board unanimously approved all Consent Agenda items, as follows:

- A. Approval of a Maintenance Agreement between Interstate Copy Shop and the Gila County Engineering Department for the continued maintenance of a Konica copier utilized by the Consolidated Roads Department in the Timber Region for the period January 4, 2004, through January 3, 2005.
- B. Adoption of Resolution No. 04-01-01 which allows for the installation of yield sign at the intersection of Miami Gardens Drive and Cherokee Street.

(A copy of the resolution is permanently on file in the Board of Supervisors office.)

- C. Approval of Amendment No. 1 to Intergovernmental Agreement Contract No. HG354179 between the Health Department and the Arizona Department of Health Services amending the scope of work and price sheet sections of the Agreement which provides funds for the Public Health Physical Activity Plan.
- D. Approval of Amendment No. 3 to Intergovernmental Agreement Contract No. 252042 between the Bio-Terrorism Department and the Arizona Department of Health Services amending several sections of the Agreement which provides funds for the Bio-Terrorism Program.
- E. Approval of an Intergovernmental Agreement between the Elections Department and the Town of Miami to provide election services to the Town for the March 9, 2004, and May 18, 2004, (if applicable) elections.
- F. Approval to appoint Susan Mitchell, Robert Hickman and Jo Johnson to the Gila County Leadership Merit Award System Board.
- G. Approval to renew an Intergovernmental Agreement with the Arizona Department of Revenue (ADOR) whereby ADOR will provide data processing products and services to Gila County for its property taxation purposes for the period January 1, 2004, through December 31, 2004.
- H. Approval of December 16, 2003, BOS minutes.
- I. Approval of November 2003 monthly departmental activity reports submitted by the Clerk of the Superior Court and Gila County Recorder.
- J. Approval of personnel reports/actions for the weeks of December 23, 2003, and January 6, 2004, as follows:

December 23, 2003 -

Departure from County Service:

- 1. Laborer – Constituent Services III – 12-26-03 – Constituent Services Fund - Ryan Golden

2. Laborer – Constituent Services II – 12-26-03 – Constituent Services Fund
- Roy Garcia, Jr.
3. Laborer – Constituent Services II – 12-26-03 – Constituent Services Fund
- John Sanchez
4. Laborer – Summer Youth Program – 12-26-03 – Summer Youth Program
Fund - Jeremiah Dowd

Hire to County Service:

5. Laborer/Scalehouse Attendant – Solid Waste Management – 12-29-03 –
Enterprise Fund – Mike Wanick

Temporary Hire to County Service:

6. Sanitarian in Training – Health Services – 12-29-03 – Health Services
Fund - Catherine Young
7. Transfer Station Attendant – Solid Waste Management – 12-29-03 –
Enterprise Fund - Harold Rubke

Departmental Transfer:

8. District Services Coordinator – Consolidated Roads to Board of
Supervisors – 12-22-03 – Road Fund to General Fund – Jo Johnson

End Probationary Period:

9. Building & Zoning Inspector – Community Development – 01-07-03 –
General Fund - Mark Kaufman

Position Review:

10. Anniversary date increase – 12-01-03 – Tina Chaffin

SHERIFF'S PERSONNEL ACTION ITEMS

Hire to County Service:

11. Detention Officer – Globe S.O. – 12-15-03 – General Fund -
Cynthia Brier
12. Detention Officer – Globe S.O. – 12-15-03 – General Fund -
Connie Thompson

January 6, 2004 -

Departure from County Service:

1. Justice Court Clerk – Globe Justice Court – 12-31-03 – General Fund - Shirley Knowlton – Hire 01-20-92 – Resigned part-time position
2. Deputy Probation Officer – Probation – 01-02-04 – Adult Probation Service Fees Fund - Warren Scott – Hire 07-19-99 – Resigned – reason unknown
3. Laborer – Constituent Services III – 01-02-04 – Constituent Services Fund - Ryan Golden – temporary position
4. Laborer – Constituent Services III – 01-02-04 – Constituent Services Fund - Manuel Medrano – temporary position
5. Clerk – Clerk of Superior Court – 12-23-03 – General Fund - William Price – temporary position

Hire to County Service:

6. Transfer Station Attendant – Solid Waste Management – 01-13-04 – Enterprise Fund - Harold Rubke – Temporary to Regular Status – 16 hours/week
7. REPAC MIS Specialist – Community Services – 01-12-04 – Grant Fund - Judy Gonzales – Temporary to Regular Status

Temporary Hire to County Service:

8. Laborer – Constituent Services III – 12-29-03 – Constituent Services Fund - Ryan Golden
9. Clerk – Public Fiduciary – 12-23-03 – General Fund - Sarah Lopez
10. Clerk – Clerk of Superior Court – 12-24-03 – General Fund
Carla Boyd

End Probationary Period:

11. Operator II – Solid Waste Management – 01-13-04 – Enterprise Fund - Robert Prokop
12. GEST Program Manager – Community Services – 12-29-03 – Grant Fund
Jocelyn Horner

Position Review:

13. Anniversary Date Increase plus 2.5% COLA approved 07-03-03 –

Program Manager – Health – 12-09-03 – Health Services Fund - Sabra Van Orsdol

14. Anniversary Date Increase plus 2.5% approved attorney salary increase – Robert Standage

15. Anniversary Date Increase – 12-29-03 – Max Coombs, Eleanor Pastor, Rachel Wright, Eloise Price, Donna Puhara

16. Anniversary Date Increase – 01-12-04 – R. Paula Mitchell, Dennis Hanson, Byron Cotney, Dana True

SHERIFF'S PERSONNEL ACTION ITEMS

Departure from County Service:

17. Clerk II – Globe S.O. – 12-29-03 – General Fund

Sandra Summers – Hire 05-31-00 – Failure to return from leave
Approval of finance reports/demands/transfers for the weeks of
December 23, 2003, December 30, 2003, and January 6, 2004, as
follows: **(An itemized list of vouchers is permanently on file in the
Board of Supervisors office.)**

December 23, 2003 -

\$463,986.18 disbursed for County expenses by claim numbers X137472
through X137625 and X346062 through X346412.

December 30, 2003 -

\$638,222.73 disbursed for County expenses by claim numbers X137626
through X137777 and X346413 through X346721.

January 6, 2004 -

\$439,017.85 disbursed for County expenses by claim numbers X137778
through X137831 and X346725 through X346873, and hand-issued
claim numbers X346722 in the amount of \$10,000 and X346723 in the
amount of \$7,000.

There being no further business to come before the Board of Supervisors,
Chairman Christensen adjourned the meeting at 11:35 a.m.

Ronald Christensen, Chairman

ATTEST:

John F. Nelson, County Manager/Clerk